



**DISTRICT OF COLUMBIA COURTS
POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 02-10-017	OPENING DATE: 03-24-10	CLOSING DATE: 04-14-10	OPEN TO ALL APPLICANTS
POSITION: Lead Facilities Management Technician JS-1176-10	TYPE OF APPOINTMENT: Career Service	SALARY RANGE: \$56,857-\$73,917 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Capital Projects and Facilities Management Division	LOCATION: 500 Indiana Avenue, NW	TOUR OF DUTY: Full-time	

BRIEF DESCRIPTION OF DUTIES: Incumbent is responsible for assisting in implementing and coordinating operations, maintenance, repair, minor renovations and improvement programs for Court owned and leased facilities, and for supervising other facility support staff. Supervises and assists staff in making extensive surveys of building interiors, monitoring the conditions and identifying maintenance work required. Makes recommendations to Branch Manager for implementation of and compliance with uniform interior design standards for Court buildings. Reviews and evaluates bids for compliance with specifications, price quotations, substitutions, delivery dates, terms and discounts, and makes recommendations for contractors to Procurement and Contracts Branch. Assists in developing economic analyses of cost effectiveness of repair versus replacement of interior equipment.

MINIMUM QUALIFICATIONS: Six (6) years of experience in facilities management or maintenance, including two (2) years of management or supervisory experience. Equivalent levels of relevant education and experience may be substituted. You must submit **proof of your education with your application, if you are using equivalent levels of relevant education, or your application will not be considered.** Please submit a copy of your most recent performance evaluation with your application.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please describe separately experience, training or education that indicates your level of qualification for each factor. **Failure to respond specifically to each of the ranking factors will disqualify you from further consideration.**

1. Ability to manage and supervise staff, including making assignments and reviewing and evaluating work products.
2. Ability to identify and record essential repairs needed to maintain and improve interior standards of court-owned buildings.
3. Ability to make cost estimates and economic analyses of repair versus replacement regarding interior maintenance needs.
4. Experience in reviewing and evaluating competitive bids for interior repairs.
5. Ability to clearly and convincingly communicate orally and in writing.

SELECTION PROCESS: After review of applications and ranking factor responses, a structured oral interview may be required of the highest qualified candidates.

Submit D.C. Courts Application and Ranking Factor Responses:

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001; Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor, Washington, D.C.; Fax to (202) 879-4212; **Email to jobs@dcsc.gov**

For a court application, call (202) 879-0496, or visit our website at www.dccourts.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.